

**CITY OF NEWPORT BEACH**  
**Request for Qualifications**  
**Contract Instructors for the OASIS Senior Center**

**Purpose of RFQ**

**Background**

The OASIS Senior Center, located at 800 Marguerite in Corona del Mar, is owned and operated by the City of Newport Beach and is currently under construction. The new state of the art senior center is scheduled to open in the October of 2010. The new senior center will feature a dedicated art center, a fitness center, a dance room, five classrooms and a 6,000 square foot event center that can be divided into three sections. The new OASIS will serve approximately 500 to 600 people each day. Senior participants range between the ages of 60 and 100 years old, from very active to moderately frail.

**Request for Qualifications**

Currently, the OASIS program schedule is at full capacity for contract instructors. The City is continuing to accept qualification statements from instructors to teach classes of educational, recreational, social and/or cultural nature on a contractual basis at the new OASIS Senior Center. These qualifications will be kept on file for one year and will be considered for future seasons if space becomes available.

A Contract Instructor is an Independent Contractor for the City, not an employee. A Contract Instructor signs a contract with the City to provide classes as described in their proposal. Instructors do not rent our facilities, however a portion of the fees collected are retained by the City to cover facility usage, registration, administration and promotion of the class in the OASIS Newsletter and the Newport Navigator. All types of classes will be considered, including but not limited to: aerobics, balance, yoga, dancing, foreign languages, card games, computers, fine arts, music and any other classes that would appeal to an older generation.

**Requirements**

In order to contract as an instructor for the City of Newport Beach, you will need to:

1. Purchase a business license with the City (currently \$56.75/year).
2. Be fingerprinted by the police department for a background check.
3. Have your photo taken for a contract instructor ID badge.
4. Sign an Independent Contractor Agreement.
5. **For fitness or dance classes only:** You must have a liability insurance policy for \$1 million with a special endorsement listing the City of Newport Beach as additionally insured **OR** agree to pay the City a small fee (currently \$1.75 per person, per session) for liability insurance coverage.
6. Abide by the rules set forth in the City of Newport Beach Contract Instructor Handbook.

**Compensation**

The City currently pays contract instructors providing senior recreation classes at the OASIS Senior Center an amount equal to 70% of the total enrollment fees collected, minus a \$3 per person administrative fee.

## **Qualifications and Experience**

A successful applicant will have at least two (2) years of teaching experience in their field of instruction and have at least one (1) year of experience working with older adults is desirable. A competitive applicant will have experience leading recreation classes in a senior center and/or for a local government recreation department.

## **Proposal Submission**

Interested persons shall complete and submit the OASIS Senior Center Contract Class Proposal Form. Proposals must be submitted in writing or via email. Please contact Marci Knapp (email below) to request an electronic version of the proposal form.

Proposals should include at least two (2) letters of reference that attest to the qualifications of the applicant. Proposals should include a resume detailing the applicant's educational credentials and work experience. Please refer to the proposal form for additional information requested.

***Currently, the OASIS program schedule is at full capacity. Proposals received will be kept on file for one year and will be considered for future seasons if space becomes available.***

## **Selection Process**

Proposals should be mailed or emailed to Marci Knapp at the address listed below. The City reserves the right to offer the position to only the most qualified applicants. City officials reserve the discretion to invite certain applicants for in-person interviews prior to offering a contract. There is no guarantee that the City will select any applicant to serve as a contract instructor. The City reserves the right to reject any and all proposals.

## **Contact**

All questions, interpretations or clarifications should be directed to:  
Marci Knapp  
Recreation Coordinator  
OASIS Senior Center/ City of Newport Beach  
800 Marguerite Ave.  
Corona del Mar, CA 92625  
949-718-1822  
[mknapp@newportbeachca.gov](mailto:mknapp@newportbeachca.gov)